Page No. 1 of 3

Agency Division St. Mary's County Finance - Data Services Item Description Retention No. 1. Chart of Accounts Printout by Accounty number identifying names PERMANENT. Retain in office and subdivisions of each account number. This is the until superceded. Transfer key to the accounts system. older versions to County Records Center and Archives* 2. General Ledger PERMANENT. Retain in office Prior to 1963 the General Ledgers give the year and month, the account number and title of the account 3 years, thereafter transfer to County Records Center and with monthly posting and totals carried forward. After the introduction of punched cards and printouts Archives* in 1963, the ledgers have been arranged by account number and title of the account, the amount with totals carried forward, the annual budget authorization and the net difference with totals carried forward. After 1989 the printouts for the General Ledger became summaries with detailed information now residing in the following reports: Accounts Activity Report, Trial Balance Report and Disbursement Journal (items 3-5). . 3. Accounts Activity Report PERMANENT. Retain in office Detailed report of activities in each account 3 years, thereafter transfer administered by the County Finance department listed by Account Number. Includes disbursements and to County Records Center and Archives.* revenues. Issued monthly and with I yearly report. Prior to July 1989 this report was known as Detail Budget Report. 4. Trial Balance Listing containing cash trial and trial balance sheets PERMANENT. Retain in office

Schedule approved by Department, Agency, or Division Representative

Ledger.

Data

for bank accounts. Accounts are listed by number,

are issued monthly. This detailed information

on bank accounts is not contained in the General

name, beginning balance, and ending balance. Reports

Schedule authorized by

Archives.*

County Archivist

May

State Archivist

9/27/90 Date

3 years, thereafter transfer to County Records Center and

Dave

KECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation sheet)

Page No. 2 of 3

It em	Description	Retention
5.	Disbursement Journal Printout listing all disbursements/expenditures by County Finance Department. Gives check number, payee, date, amount and account number. This report provides detailed backup for summaries in the General Ledger.	PERMANENT. Retain in office 3 years, thereafter transfer to County Records Center and Archives.
6.	Expenditure Guideline in Detail Printout listing all payments made by County Departments in monthly accumulations. Report identifies expenditures and budget adjustments in detail.	PERMANENT. Retain in office 3 years, thereafter transfer to County Records Center and Archives.
7.	Cash Receipts and Disbursement Journals a. Reports for 1949-1954 During this period of time the General Ledgers are missing and the Cash Receipts and Disbursement Journals are the only available records of final entry. b. 1955 - 1963 Reports Cash Receipts and Disbursement Journals were maintained until 1963 and the implementation of a punched card system.	a. Retain PERMANENTLY.* b. Destroy.
8.	Printout Reports Disbursement Edit Listing by Line Item Number	Retain 2 years or until all audits completed, whichever is later, thereafter destroy.
	Disbursement Edit Listing/Disbursement Authorization Revenue Guideling Receipts Register Receipts Edit Listing/Receipts Authorization	Same as Item 8. Same as Item 8. Same as Item 8.
	Receipts Edit Listing by Line Item Number Check/Warrent Ledger Schedule of Bills Payable by County Commissioners	Same as Item 8. Same as Item 8. Same as Item 8.
	Open Encumbrance Calendar/Encumbrance Edit List Open Encumbrances by Account and P.O. Number	Same as Item 8. Same as Item 8.
	Budget Amendment Edit Listing & Authorization Budget Amendments Journal Entry	Same as Item 8.

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation sheet)

C-668

Page

		No. 3 Of 3
Item	Description	Retention
	Transaction General Ledger	Same as Item 8.
	Journal Entries Edit Listing by Line Number	Same as Item 8.
	Payroll Interface/Journal	Same as Item 8.
	Manual Checks	Same as Item 8.
	Bank Reconcilations	Same as Item 8.
	Cash Receipts & Journal Entries	Same as Item 8.
		*If no County Archives is maintained, transfer to State Archives
		·

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 850-1)	DEFARTMENT OF GI RECORDS MANAGEM 7278 WATER P.O. BO JESSUP, MARY	MENT DIVISION RLOO ROAD DX 278	AGENCY RECORDS INVENTORY PAGE OF 24
EFARTMENT/AGENCY	2. DIVISION	1	3. UNIT
St. Mary's County	Finance		Data Services
		OB NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Chart of Accounts	•		8. EARLIEST YEAR/LATEST YEAR 1989- TO
6. RECORD SERIES DESCRIPTION (BRI	EFLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND
Printout by Account number i to the accounts system.	THE SERIES.		POSE OR FUNCTION OF THE SEPIES; This is the key
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SECUENCE	9. VOLUME
D LETTER SIZE D MICROFILM	XP ALPHABETIC	·	x File DRAWER(S)
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	□ NUMERICAL		.25 COMPUTER TAPE(S) NUMBER COMPUTER (SPECIFY)
BOUND BOOK D FLOPPY DISK	CHRONOLOG		- OTHER(OPECIFI)
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	_	10. ANNUAL ACCUMULATION
¹ / _X OTHER(SPECIFY)	OTHER(SPEC	CIFY)	XM FILE DRAWER(S)
printout in binder			.25 MICROFILM REEL(S)
11. FILE IS USED		12	OTHER(SPECIFY)
XM DAILY O WEEKLY	D MONTHLY	10 🗀 1	S INACTIVE AFTER MONTH(S) X∏ YEAR(S)
		NUMBER	AX 120(C)
13. CURRENT LOCATION(S) (BLDG.,FL	OOR, ROOM)		ERIES DUPLICATED ELSEWHERE!
Governmental Center - Data Serv	ices Office	TES XX NO	EGIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS YES	5 20×NO	16. AUDIT REQUII	REMENTS
(IF YES, CITE LAW(S) & REGULAT	rion(s)		
		XR NONE STA	ATE D FEDERAL D INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BEIEFLY AND DESCRIBE ANY HA		18. RECOMMENDED RETENTION	
□ YES XX NO		or revised. Tr	tain in office until superceded cansfer superceded copy to center and Archives.
			. :
J. Blodgett/County Archivist	20. TELEPHONE 1 (301) 475-78		21. DATE 6/22/90
	<u> </u>	·	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 2 OF 24	
EFARTMENT / AGENCY	2. DIVISION		3. UNIT	
St. Mary's County	Finance		Data Services	
~~			AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE General Ledger	E AS WELL AS RETE	INTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR 1982TO	
6. RECORD SERIES DESCRIPTION (BRI IN Printout listing of revenue detailed information on account General Ledger as summary data.	and expenditure is has been print	activities for Co	ounty. Since 1982	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
LETTER SIZE D MICROFILM	- ALPHABETIC	:AL	XX FILE DRAWER(S)	
C LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		5 COMPUTER TAPE(S)	
BOUND BOOK DELOPPY DISK	XT CHRONOLOGI	CAL	NUMBER OTHER (SPECIFY)	
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC			
Ç,OTHER(SPECIFY)	OTHER(SPEC	:IFY)	10. ANNUAL ACCUMULATION XX FILE DRAWER(S)	
printout in binder			1	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
DAILY DEEKLY	XR MONTHLY	_		
Governmental Center - Data Ser	·	14. IS RECORD SE	ERIES DUPLICATED ELSEWHERE! ECIFY AGENCY OR OFFICE) Disbursement Journal & Account	
15. ACCESS RESTRICTIONS TYES XT NO (IF YES, CITE LAW(S) & REGULATION(S)		Activity Reports 16. AUDIT REQUIREMENTS County NONE STATE FEDERAL XX INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION Permanent. Retain in office 3 years,		
□ YES XR NO			ansfer to County-Records	
NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
J. Blodgett	(301) 47	5-7844	6/22/90	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY PAGE 3 OF 24
EFARTMENT / AGENCY	2. DIVISION		3. UNIT
St. Mary's County	Finance		Data Services
SEL HILL OUT THE COLD SERVES	•		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	E AS WELL AS RETS	MITON AND DISPOS	5. EARLIEST YEAR/LATEST YEAR
Accounts Activity Report			July <u>1989-</u> ro
6. RECORD SERIES DESCRIPTION (BRI	EFLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND
Detailed report of activities Number. Includes disbursements report. Prior to July 1989 rep	and revenues.	Issued monthly a	nd with l yearly
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
D LETTER SIZE D MICROFILM	D ALPHABETIC	CAL	XXX FILE DRAWER(S)
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL		5 COMPUTER TAPE(S)
BOUND BOOK - FLOPPY DISK	xi Chronologi	CAL	NUMBER D OTHER (SPECIFY)
AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	:AL	10. ANNUAL ACCUMULATION
®xoTHER(SPECIFY)	D OTHER(SPEC	IFY)	XW FILE DRAWER(S)
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DAILY DEEKLY	X20 MONTHLY	NUMBER D	MONTH(S) XX YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FL Governmental Center - Data Serv		14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS Q YES (IF YES, CITE LAW(S) & REGULAT	.iou(2) . x2 No	16. AUDIT REQUIREMENTS D NONE D STATE D FEDERAL 9x NOEPENDENT	
17. IS AN INDEX SYSTEM USED! (19 BEIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	D RETENTION
C YES EX NO		Permanent. Re transfer to Co	etain in office 3 years, thereafte bunty Records Center and Archives.
NAME AND TITLE OF PREPARER	20. TELEPHONE N	NUMBER	21. DATE
J. Blodgett/County Archivist	(301) 475-784	44	6/22/90

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEPARTMENT OF GE RECORDS MANAGED 7278 WATES P.O. EX JESSUP, MAR	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTURY PAGE 4 OF 24
EFARTMENT/AGENCY	2. DIVISION		3. UNIT
St. Mary's County	Finance		Data Services
PET HITTI ON THE COME DELVIES.		DE NORMALLY FILED Ention and dispos	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Trial Balance	•		5. EARLIEST YEAR/LATEST YEAR July 1989 - TO
			ATION/DOCUMENTS/FORMS FOUND
Printout containing cash tri Number, Name, beginning balance are issued monthly. This infor General Ledger.	al and trial bal , actual balance	ance sheets. Acc , and ending bala	ance. Reports
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
LETTER SIZE D MICROFILM	□ ALPHABETICAL		XX FILE DRAWER(S)
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL		D MICROFILM REEL(S) .25 D COMPUTER TAPE(S)
BOUND BOOK D FLOPPY DISK	XID CHRONOLOG	ICAL	NUMBER OTHER(SPECIFY)
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
₹XOTHER(SPECIFY)	OTHER(SPE	CIFY)	XX FILE DRAWER(S)
printout in binder			.25 DMICROFILM REEL(S) RUMBER D COMPUTER TAPE(S) DOTHER(SPECIFY)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
DAILY WEEKLY	XX MONTHLY		MONTH(S)
13. CURRENT LOCATION(S) (BLDG.,FL	OOR . ROOM)		ERIES DUPLICATED ELSEWHERE!
Governmental Center - Data Ser	•		ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS TYPES TO YES (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS County NONE - STATE - FEDERAL X INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (IF BEIEFLY AND DESCRIBE ANY HA		18. RECOMMENDED RETENTION	
□ YES XØ NO		thereafter tra	etain in office 3 years insfer to County, Records
NAME AND VIEW OF PROPERTY		L :	<u> </u>
J. Blodgett/County Archivist	(301) 475–784		6/22/90

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 850-1)	7278 WATER P.O. BO JESSUP, MARY	OX 275	PAGE <u>5</u> OF <u>24</u>	
St. Mary's County	2. DIVISION Finance		3. UNIT Data Services	
		S NORMALLY FILED	AND USED AS A UNIT FOR	
DELINITION RECORD DELIES.	CE AS WELL AS RETE			
4. RECORD SERIES TITLE Disbursement Journal	•		July 1989 -TO	
6. RECORD SERIES DESCRIPTION (BR	INFLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
Printout listing all disbursements/expenditures by County. Gives check number, payee, date, amount, invoice number and account number. This information provides detailed backup for summaries in General Ledger.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SECUENCE	9. VOLUME	
LETTER SIZE MICROFILM	1	-	XX FILE DRAWER(S)	
D LEGAL SIZE D COMPUTER TAPE	ALPHABETICAL		□ MICROFILM REEL(S)	
	NUMERICAL.		.75 COMPUTER TAPE(S)	
BOUND BOOK FLOPPY DISK	XX CHRONOLOGICAL			
TAUDIO TAPE VIDEO TAPE	□ GEOGRAPHICAL		10. ANNUAL ACCUMULATION	
printout in binder	OTHER(SPECIFY)		ZXFILE DRAWER(S) 1	
11. FILE IS USED DAILY WEEKLY	XCX MONTHLY		S INACTIVE AFTER MONTH(S)	
13. CURRENT LOCATION(S) (BLDG., F	LOOR, ROOM)	l .	ERIES DUPLICATED ELSEWHERE!	
Governmental Center - Data Serv	rices office	(IF YES, SPECIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS Q YE	s XIX NO	16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULA	TION(B)	D NONE D ST	County ATE FEDERAL & INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF			D RETENTION	
□ YES XX NO			etain in office 3 years, ansfer to County Records Center	
NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
J. Blodgett/County Archivist	(301) 475-7	7844	6/22/90	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	NEW OR RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 850-1)	7278 WATER P.O. BO JESSUP, MARY	X 275	PAGE 6 0F 24
EFARTMENT/AGENCY	2. DIVISION		3. UNIT
St. Mary's County	Finance		Data Services
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	E AS WELL AS RETE	INTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR
Expenditure Guideline in Detai	; 1		July 1989 - ro
6. RECORD SERIES DESCRIPTION (BRI		TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND
Computer printout listing all cumulations. Report identifies Prior to July 1989, this report	ll payments made s expenditures an	by County Department budget adjustment	ments in monthly ents in detail.
		·····	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME
LETTER SIZE MICROFILM	□ ALPHABETIC	AL	XXP FILE DRAWER(S)
O LEGAL SIZE O COMPUTER TAPE	D NUMERICAL	•	.50 COMPUTER TAPE(S)
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DAILY WEEKLY	XEX MONTHLY	2 D	MONTH(S) 架 YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FL Governmental Center - Data Serv			ERIES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(S) & REGULAT	5 ^{XEX} NO	16. AUDIT REQUIREMENTS County	
		U NONE U STA	ATE FEDERAL AR INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDED RETENTION	
D YES DEX NO		rermanent. Re transfer to Co	tain in office 2 years, then unty Records Center and Archives
NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
J. Blodgett/County Archivist	(301) 475-7	844	6/22/90

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES, FORWARD				
WITH RECORDS RETENTION SCHEDULE	P.O. BOX 275		PAGE 7 OF 24	
(DGS 550-1)	JESSUP, MARY	/LAND 20794	PAGE OF	
EFARTMENT/AGENCY	2. DIVISION		3. UNIT	
St. Mary's County	Finance		Data Services	
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECORD	OB NORMALLY FILED Intion and Dispos	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
Disbursement Edit Listing by	Line Item Number		July 1989 - 10	
•	THE SERIES.	. INCLUDE THE PU	RPOSE OR FUNCTION OF THE SERIES)	
Computer printout of disburs verification and editing of dat		itures keyed into	o system. Used for	
	diction.			
	•			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
U LETTER SIZE U MICROFILM	□ ALPHABETIC	:AL	XÑ FILE DRAWER(S)	
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®xoTHER(SPECIFY)	OTHER(SPEC		10. ANNUAL ACCUMULATION x□ File DRAWER(S)	
			.50 MICROFILM REEL(S)	
printout in binder	****		NUMBER COMPUTER TAPE(S)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
DAILY WEEKLY	EXMONTHLY	^	□ MONTH(S) XX YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	OOR . ROOM)		SERIES DUPLICATED ELSEWHERE? BPECIFY AGENCY OR OFFICE)	
• • •	•	(IF YES, SP		
Governmental Center - Data S	ervices Operator	XXX YES D NO	Disbursement Journal	
15. ACCESS RESTRICTIONS TO YES		16. AUDIT REQUI	REMENTS	
(IF YES, CITE LAW(S) & REGULAT	100(8)	County NONE STATE SEPERAL X INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF BEIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	D RETENTION	
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D YES EX NO		whichever is]	later, thereafter destroy.	
	Υ			
NAME AND TITLE OF PREPARER	20. TELEPHONE N	NUMBER	21. DATE	
J. Blodgett/County Archivis	(301) 475-	-7844	6/22/90	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD			AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 850-1)			PAGE 8 OF 24
DEFARTMENT/AGENCY	2. DIVISION		3. UNIT
St. Mary's County	Finance		Data Services
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECORD E AS WELL AS RETE	S NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	•		S. EARLIEST YEAR/LATEST YEAR
Disbursements Edit Listing/Disb			July <u>1989 - To</u>
6. RECORD SERIES DESCRIPTION (BRI	THE SERIES.	TYPES OF INFORMA INCLUDE THE PUR	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES)
Printout of the information entries listed by date. Used a			
	•		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME
LETTER SIZE D MICROFILM	O ALPHABETICAL		XX FILE DRAWER(S)
D LEGAL SIZE D COMPUTER TAPE	D NUMERICAL		.75 COMPUTER TAPE(S)
BOUND BOOK D FLOPPY DISK	- ∏ x CHRONOLOGI	CAL	NUMBER OTHER(SPECIFY)
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	:AL	10. ANNUAL ACCUMULATION
TX OTHER (SPECIFY)	OTHER(SPEC	IFY)	X# FILE DRAWER(S)
printout in binder			1 D MICROFILM REEL(S) RUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
DAILY WEEKLY	AT MONTHLY	^	MONTH(S) XE YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FL	.OOR, ROOM)		ERIES DUPLICATED ELSEWHERE!
Governmental Center - Data Se	rvices Office	(IF YES, SPECIFY AGENCY OR OFFICE) x@ YES D NO Disbursements Journal	
15. ACCESS RESTRICTIONS TYPE	S XX NO	16. AUDIT REQUIREMENTS	
(IF YES, CITE LAW(S) & REGULAT	rion(s)	O NONE O STATE O FEDERAL XX INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY MARDBARE/SOFTWARE)		18. RECOMMENDE	D RETENTION
□ YES ŠX NO			ice 2 years or until audits ichever is later, thereafter
		destroy.	ichever is later, thereafter
NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER ,	21. DATE
J. Blodgett/County Archivist	(301) 475–78	344	6/22/90

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD			AGENCY RECORDS INVENTURY
WITH RECORDS RETENTION SCHEDULE (DGS 350-1)			PAGE 9 OF 24
St. Mary's County	2. DIVISION Finance	•	3. UNIT Data Services
DELINITION MECORD DERIES.			AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	E AS WELL AS RETE	INTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR
Revenue Guideline			July 1989 - TO
v. Accomb series pescrifitor (ATION/DOCUMENTS/FORMS FOUND
Computer printout listing by of receipts. Includes informati to July 1989 this report was in	on on Adopted Bud	l and account num lget and Revised	Budgets amounts. Prior
	•		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME
D LETTER SIZE D MICROFILM	□ ALPHABETICAL		AFILE DRAWER(S)
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL XXD CHRONOLOGICAL		D MICROFILM REEL(S) 25 D COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY)
BOUND BOOK D FLOPPY DISK			
DAUDIO TAPE D VIDEO TAPE	□ GEOGRAPHICAL		10. ANNUAL ACCUMULATION
县 OTHER(SPECIFY)	D OTHER (SPEC	IFY)	**XFILE DRAWER(S) .25 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)
printout in binder			
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
DAILY WEEKLY	XEX MONTHLY	NUMBER 0	MONTH(S) XX YEAR(S)
Governmental Center - Data Ser	·	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
		□ YES XOX NO	
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(S) & REGULAT	5 ^{XEX} NO	16. AUDIT REQUIREMENTS - NONE - STATE - FEDERAL XX INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDED RETENTION	
□ YES X5X NO			ars or until audits completed, later, thereafter destroy.
NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
J. Blodgett/County Archivist	(301) 475-7	844	6/22/90
	L.,		1

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY PAGE 10 OF 24
St. Mary's County	2. DIVISION Finance		3. UNIT Data Services
DEFINITION RECORD BERIES.		DE NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Receipts Register	•		5. EARLIEST YEAR/LATEST YEAR July 1989 - TO
6. RECORD SERIES DESCRIPTION (IN Computer printout listing a money, account number and fund cumulations. Prior to July 19	ng year to date		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	•	9. VOLUME
LETTER SIZE O MICROFILM	ALPHABETICAL		XXD FILE DRAWER(S) D MICROFILM REEL(S)
BOUND BOOK D FLOPPY DISK	NUMERICAL.		.50 COMPUTER TAPE(S)
D AUDIO TAPE D VIDEO TAPE	.∰. CHRONOLOGI		
Q OTHER (SPECIFY)	OTHER(SPEC		10. ANNUAL ACCUMULATION XP FILE DRAWER(S)
printout in binder			.75 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
DAILY WEEKLY	XDX MONTHLY	NUMBER D)	MONTH(S)
Governmental Center - Data Se	·		ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS TYPES XX NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS County NONE STATE FEDERAL KKINDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) D YES XX NO		-	ars or until audits completed, s later, thereafter destroy.
. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
J. Blodgett/County Archivist	(301) 475-7	7844	6/22/90

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 880-1)			PAGE 11 OF 24	
EPARTMENT/AGENCY	2. DIVISION		3. UNIT	
St. Mary's County	Finance		Data Services	
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECORD	DS NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Receipts Edit Listing & Recei	pts Authorizatio	n	July <u>1989 - To</u>	
6. RECORD SERIES DESCRIPTION (BR	EFLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
Computer printout using the same information as the Receipts Register in differ formats. Entries are listed by date.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
LETTER SIZE D MICROFILM	D ALPHABETIC	CAL	XX FILE DRAWER(S)	
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL		.50 COMPUTER TAPE(S)	
BOUND BOOK D FLOPPY DISK	XØ CHRONOLOGICAL		NUMBER OTHER (SPECIFY)	
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	CAL		
RXOTHER(SPECIFY)	OTHER(SPEC	CIFY)	10. ANNUAL ACCUMULATION XX FILE DRAWER(S)	
printout in binder			75 D MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
O DAILY O WEEKLY	XMONTHLY		MONTH(S) XX YEAR(S)	
Governmental Center - Data Se		14. IS RECORD SE	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE) Receipts Register	
15. ACCESS RESTRICTIONS THE TENTON (1F YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS O NONE O STATE O FEDERAL OXINDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) □ YES 宮 NO		18. RECOMMENDED RETENTION Retain in office 2 years or until all audits completed, whichever is later, thereafter destroy.		
. NAME AND TITLE OF PREPARER	E AND TITLE OF PREPARER 20. TELEPHONE NUMBER		21. DATE	
			k	
J. Blodgett/County Archivist	(301) 475-7	844	6/22/904	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 850-1)			PAGE 12 OF 24	
EFARTMENT/AGENCY	2. DIVISION		3. UNIT	
St. Mary's County	Finance		Data Services	
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECORD	DS NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	. AS WELL AS REIS	ENTION AND DISPOS	•	
Receipts Edit List By Line It	em Number		July 1989 -TO	
		E TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
v. m.com omning brocking ion i			RPOSE OR FUNCTION OF THE SERIES)	
Comluter printout of entries keyed in for Receipts paid to the County. Used for verification of data entries. Information reprinted as Receipts Register, Receipts Editing Listing & Receipts Authorization.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
LETTER SIZE " MICROFILM	- ALPHABETIC	CAL	^{22k} file Drawer(s) □ Microfilm Reel(s)	
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL		·25 COMPUTER TAPE(S)	
BOUND BOOK DISK			NUMBER OTHER(SPECIFY)	
D AUDIO TAPE D VIDEO TAPE			10. ANNUAL ACCUMULATION	
X OTHER (SPECIFY)	D OTHER (SPE	CIFY)	XX FILE DRAWER(S)	
printout in binder			.25 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)	
11. FILE IS USED	<u> </u>	12. FILE BECOME	S INACTIVE AFTER	
DAILY WEEKLY	XX MONTHLY		MONTH(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	·	14. IS RECORD SI	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE) Receipts Register	
15. ACCESS RESTRICTIONS TYES XX NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS DINONE DISTATE DIFFERENT TO THE TOTAL TO THE T		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION		
□ YES XID NO		Retain in office 2 years or until audits completed, whichever is later, thereafter destroy.		
NAME AND TITLE OF PREPARER	20. TELEPHONE I	NUMBER	21. DATE	
J. Blodgett/County Archivist	(301) 475-	7844	6/22/90	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEPARTMENT OF GE RECORDS MANAGEM 7278 WATER P.O. BO JESSUP, MARY	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTURY PAGE 13 OF 24	
EFARTMENT / AGENCY	2. DIVISION		3. UNIT	
St. Mary's County	Finance		Data Services	
DEFINITION RECORD SERIES.			AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	E AS WELL AS RETE	INTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR	
Check/Warrant Ledger			July 1989 -TO	
	IEFLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
Listing of all checks issued by County printed weekly. Checks are listed alphabetically and by check number.				
	<u> </u>			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES		9. VOLUME	
LETTER SIZE D MICROFILM	- ALPHABETIC	CAL	XX FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		NUMBER COMPUTER TAPE(S)	
BOUND BOOK D FLOPPY DISK	®x CHRONOLOG I	ICAL.	NUMBER D OTHER(SPECIFY)	
DAUDIO TAPE DVIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
& OTHER(SPECIFY)	OTHER(SPEC	CIFY)	X# FILE DRAWER(S)	
printout in binder			25 MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S)	
11. FILE IS USED	<u> </u>	12. FILE BECOME	S INACTIVE AFTER	
DAILY DWEEKLY	XX MONTHLY		MONTH(S) ØXYEAR(S)	
Governmental Center - Data Se	•	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? EGIFY AGENCY OR OFFICE) Finance division has actual check	
15. ACCESS RESTRICTIONS D YES		16. AUDIT REQUIREMENTS		
, or the extension		County NONE - STATE - FEDERAL - XINDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION Retain 2 years or until audits completed,		
YES EX NO		whichever is l	ater, thereafter destroy.	
. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
J. Blodgett/County Archivist	(301) 475	5-7844	6/22/90	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEFARTMENT OF GE RECORDS MANAGEM 7275 WATER P.O. BO JESSUP, MARY	LENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTORY PAGE 14 OF 24	
EFARTMENT / AGENCY	2. DIVISION		3. UNIT	
St. Mary's County	Finance		Data Services	
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECORD	B NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Schedule of Bills Payable by	County Commission	oners	July 1 <u>989 -</u> TO	
6. RECORD SERIES DESCRIPTION (BR	EFLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
Printout used by County Commissioners to authorize payment of checks providing alphabetical listing (by payee name) of all checks to be paid. Copy is signed by Commissioners. Prior to July 1989 this file was known as Expenditure Approval List.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
D LETTER SIZE D MICROFILM	O ALPHABETIC	:AL	XX FILE DRAWER(S) D MICROFILM REEL(S)	
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		.75 COMPUTER TAPE(S)	
BOUND BOOK D FLOPPY DISK	XR CHRONOLOGI	CAL	OTHER(SPECIFY)	
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	AL	10. ANNUAL ACCUMULATION	
OXYOTHER (SPECIFY)	OTHER(SPEC	IFY)	XX FILE DRAWER(S)	
printout in binder	*		.75 MICROFILM REEL(S)	
11. FILE IS USED		12. FILE BECOME	OTHER(SPECIFY) S INACTIVE AFTER	
D DAILY D WEEKLY	EXMONTHLY		MONTH(S) XX YEAR(S)	
Governmental Center	.OOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES AND		
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(S) & REGULATIONS		16. AUDIT REQUIREMENTS County NONE - STATE - FEDERAL - XINDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDED RETENTION		
O YES EX NO		Retain 3 years whichever is 1	or until audits completed, ater, thereafter destroy	
NAME AND TITLE OF PREPARER	20. TELEPHONE N	(UMBER	21. DATE	
J. Blodgett/County Archivist	(301) 475-784	4	6/22/90	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY	
EPARTMENT/AGENCY				
	2. DIVISION Finance		Data Services	
St. Mary's County		S NORMALLY FILED	AND USED AS A UNIT FOR	
	E AS WELL AS RETE			
4. RECORD SERIES TITLE Open Encumbrance Calendar/Encu	ımbrance Edit Lis	t	5. EARLIEST YEAR/LATEST YEAR July 1989 - TO	
			ATION/DOCUMENTS/FORMS FOUND	
Printout containing Purchase order information: Date, fund, amount, description, vendor name, directory. Essentially the same information as Open Encumbrance by Account Number and P.O. Number but providing totals rather than by balance.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	·	9. VOLUME XV FILE DRAWER(S)	
LETTER SIZE D MICROFILM	- ALPHABETIC	:AL	□ MICROFILM REEL(S)	
D LEGAL SIZE D COMPUTER TAPE	□ NUMERICAL		OTHER(SPECIFY)	
BOUND BOOK D FLOPPY DISK	#XCHRONOLOG		- Olizajor zetrij	
AUDIO TAPE UVIDEO TAPE	GEOGRAPHIC		10. ANNUAL ACCUMULATION	
PXOTHER(SPECIFY) printout in binder	OTHER(SPEC	CIFY)	XM FILE DRAWER(S) MICROFILM REEL(S)	
p 2 model 111 binder			NUMBER COMPUTER TAPE(S)	
11. FILE IS USED			S INACTIVE AFTER	
D DAILY D WEEKLY	EXMONTHLY	NUMBER 0	MONTH(S) XM YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FI	LOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Governmental Center - Data Se	rvices office	□ YES XX NO		
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(S) & REGULATIONS		16. AUDIT REQUIREMENTS County NONE STATE FEDERAL XX INDEPENDENT		
17. IS AN INDEX SYSTEM USED! (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDED RETENTION		
D YES XX NO			or until audits completed, ater, thereafter destroy.	
NAME AND TITLE OF PREPARER	20. TELEPHONE	YUMBER	21. DATE	
J. Blodgett/County Archivist	(301) 475–78	344	6/22/90	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$80-1)	DEPARTMENT OF GE RECORDS MANAGEM 7278 WATER P.O. EX JESSUP, MARY	MENT DIVISION RLOO ROAD DX 278	AGENCY RECORDS INVENTORY PAGE 16 OF 34	
EPARTMENT / AGENCY	2. DIVISION		3. UNIT	
St. Mary's County	Finance		Data Services	
DEFINITION - RECORD SERIES - A GROUP			AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Open Encumbrances by Account and P.O. Number			5. EARLIEST YEAR/LATEST YEAR July 1989 - To	
6. RECORD SERIES DESCRIPTION (BR	EFLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
Weekly printout of Purchase Order data entries. Two reports are housed in the same binder giving open end transactions and balances still available.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
LETTER SIZE MICROFILM	D ALPHABETIC	AL	EXFILE DRAWER(S)	
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL		D MICROFILM REEL(S) .25 D COMPUTER TAPE(S)	
BOUND BOOK D FLOPPY DISK	Øx CHRONOLOG	ICAL	NUMBER DOTHER (SPECIFY)	
AUDIO TAPE U VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
Øxother(Specify)	OTHER(SPE	IFY)	x# FILE DRAWER(S)	
printout in binder			25 MICROFILM REEL(S) RUMBER COMPUTER TAPE(S) COMPUTER SPECIFY	
11. FILE IS USED		12. FILE BECOME	ES INACTIVE AFTER	
O DAILY O WEEKLY	*X MONTHLY	NUMBER D 1	MONTH(S) XE YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	.00R, R00M)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) XIX YES D NO Procurement office		
Governmental Center - Data Se	rvices office			
15. ACCESS RESTRICTIONS TYES	s xxNo	16'. AUDIT REQUII	REMENTS	
(IF YES, CITE LAW(S) & REGULAT	10N(S)	O NONE O STATE O FEDERAL MXINDEPENDENT		
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDED RETENTION		
□ YES ØX NO		1	ce 2 years or until audits chever is later, thereafter	
NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
J. Blodgett/County Archivist	(301) 475-	7844	6/22/90	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEPARTMENT OF GE RECORDS MANAGEN 7278 WATER P.O. EX JESSUP, MARY	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTURY PAGE 17 OF 21	
EFARTMENT/AGENCY St. Mary's County	2. DIVISION Finance		3. UNIT Data Services	
DEFINITION-RECORD SERIES. A GROUP	OF RELATED RECORS	S NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	E AS WELL AS RETE	ENTION AND DISPOS		
Budget Amendment Edit Listing	, & Authorization		B. EARLIEST YEAR/LATEST YEAR July 1989 - To	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES Additional printouts providing life history of Budget Amendments changes in accounts.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	•	9. VOLUME MXFILE DRAWER(S)	
LETTER SIZE D MICROFILM	D ALPHABETICAL		D MICROFILM REEL(S)	
D LEGAL SIZE D COMPUTER TAPE	NUMERICAL		.25 COMPUTER TAPE(S)	
BOUND BOOK D FLOPPY DISK	EXCHRONOLOG:		- OTHER(OFECTFI)	
SXOTHER(SPECIFY) printout in binder	□ GEOGRAPHIC		10. ANNUAL ACCUMULATION EXFILE DRAWER(S) .25 DMICROFILM REEL(S)	
PILITON IN DESIGNATION OF THE PILITON OF THE PILITO			RUMBER COMPUTER TAPE(S)	
D DAILY O WEEKLY	EXMONTHLY	1 _	S INACTIVE AFTER MONTH(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	OOR , ROOM)		ERIES DUPLICATED ELSEWHERE!	
Governmental Center - Data Se	rvices Office	(IF YES, SPECIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS DYES EXNO		16. AUDIT REQUIREMENTS County NONE STATE FEDERAL EXINDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) D YES EX NO		Data da 2 data a 14.		
		whichever is la	or until audits completed,	
NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
J. Blodgett/County Archivist	(301) 475–7844		6/22/90	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEFARTMENT OF GI RECORDS MANAGEI 7278 WATEI P.O. BO JESSUP, MAR	MENT DIVISION RLOO ROAD DX 278	AGENCY RECORDS INVENTURY PAGE 18 OF 31
EPARTMENT / AGENCY			3. UNIT
St. Mary's County	Finance	·	Data Services
PER HALLIAN MECOND PERIES.			AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	E AS WELL AS RETI	ENTION AND DISPOS	
Budget Amendments Journal Ent	***		July 1989-to
6. RECORD SERIES DESCRIPTION (BRI		K TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND
Report listing all transacti data entry and to enter informa	ons in accounts	within each depar	RPOSE OR FUNCTION OF THE SEPIES
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
LETTER SIZE "MICROFILM	D ALPHABETICAL		Fixfile DRAWER(S)
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		D MICROFILM REEL(S) 25 D COMPUTER TAPE(S)
BOUND BOOK DFLOPPY DISK	®x CHRONOLOG I CAL		NUMBER OTHER (SPECIFY)
DAUDIO TAPE DVIDEO TAPE	□ GEOGRAPHIO	CAL.	
EXOTHER(SPECIFY)	OTHER(SPE	CIFY)	10. ANNUAL ACCUMULATION EXFILE DRAWER(S)
printout in binder			25 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY)
11. FILE IS USED	<u> </u>	12. FILE BECOME	S INACTIVE AFTER
DAILY DWEEKLY	XX MONTHLY	1 ^	MONTH(S) XX YEAR(S)
Governmental Center - Data Pr	•	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) 12 YES XX NO	
15. ACCESS RESTRICTIONS THE YES TO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS County NONE STATE FEDERAL NINDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) TYES M NO		Retain 2 years	o RETENTION s or until audits completed, ater, thereafter destroy.
NAME AND TITLE OF PREPARER	20. TELEPHONE	YUMBER	21. DATE
J. Blodgett/County Archivist	(301) 475–7		6/22/90

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GE RECORDS MANAGEM	MENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE	7275 WATERLOO ROAD P.O. BOX 275		10 84	
(DGS 550-1)	JESSUP, MARY	1	PAGE 19 OF 34	
EPARTMENT / AGENCY	2. DIVISION		3. UNIT	
St. Mary's County	Finance		Data Services	
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	CE AS WELL AS RETE	ATTON AND DIBPOS	5. EARLIEST YEAR/LATEST YEAR	
Transaction General Ledger			July <u>1989 - To</u>	
6. RECORD SERIES DESCRIPTION (SR)	THE SERIES.	TYPES OF INFORMA	ATION/DOCUMENTS/FORMS FOUND	
A printed record of batch pr	ocessing into sy		•	
		•	, ,	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
LETTER SIZE MICROFILM	□ ALPHADETIC	:AL	MXFILE DRAWER(S)	
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL	•	D MICROFILM REEL(S) .25 D COMPUTER TAPE(S)	
BOUND BOOK D FLOPPY DISK	XIII CHRONOLOGI	I CAL	NUMBER D OTHER (SPECIFY)	
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC			
®xother(specify)	OTHER(SPEC		10. ANNUAL ACCUMULATION XR FILE DRAWER(S)	
			25 D MICROFILM REEL(S)	
<u>printout in bi</u> nder			NUMBER COMPUTER TAPE(S)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
DAILY DWEEKLY	EXMONTHLY		MONTH(S) XT YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	OOR, ROOM)		RIES DUPLICATED ELSEWHERE!	
	·	(IF YES, SPECIFY AGENCY OR OFFICE)		
Governmental Center - Data Se	rvices Office	O YES XX NO		
15. ACCESS RESTRICTIONS TYPES		16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULAT	r10N(8)	County NONE STATE SEPTEMBERAL SEXINDEPENDENT		
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDED RETENTION		
•	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Retain in offi	ce 2 years or until audits	
D YES OX NO		completed, whi	chever is later, thereafter	
		destroy.		
NAME AND TITLE OF PREPARER	20. TELEPHONE	II IMESE R	21. DATE	
	- I LEAFTHOIR P	t was the little of the		
J. Blodgett/County Archivist	Blodgett/County Archivist (301) 475-7844		6/22/90	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF GE RECORDS MANAGES 7278 WATES P.O. EX JESSUP, MARY	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTURY PAGE 20 OF 24	
EFARTMENT/AGENCY	2. DIVISION		3. UNIT	
St. Mary's County	Finance		Data Services	
	OF RELATED RECORD		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Journal Entries Edit Listing		WILLOW WAR PLANA	B. EARLIEST YEAR/LATEST YEAR July 1989 To	
6. RECORD SERIES DESCRIPTION (BR	IEPLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
Printout of data entries for adjustments (corrections, budget amendments, etc.) to accounts supervised by the County. Used to verify data entry.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
D LETTER SIZE D MICROFILM	D ALPHABETIC	:AL	Rxfile drawer(s) □ microfilm reel(s)	
O LEGAL SIZE O COMPUTER TAPE	O NUMERICAL		COMPUTER TAPE(S)	
BOUND BOOK DEFLOPPY DISK	MXCHRONOLOG	ICAL	NUMBER DOTHER(SPECIFY)	
AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	EAL	10. ANNUAL ACCUMULATION	
OTHER (SPECIFY)	O OTHER (SPEC	CIFY)	EXFILE DRAWER(S)	
printout in binder			25 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY)	
11. FILE IS USED	*····	12. FILE BECOME	S INACTIVE AFTER	
DAILY WEEKLY	DXMONTHLY		MONTH(S) 「RXYEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	LOOR, ROOM)		ERIES DUPLICATED ELSEWHERET	
Governmental Center - Data Se	ervices Office	(IF YES, SPECIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS DYES TO YES (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS County NONE STATE FEDERAL XX INDEPENDENT		
17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) U YES EX NO			ice 2 years or until audits Lichever is later, thereafter	
NAME AND TITLE OF PREPARER	20. TELEPHONE	TUMBER	21. DATE	
J. Blodgett/County Archivist	(301) 475–7	844	6/22/90	
			<u> </u>	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEPARTMENT OF GI RECORDS MANAGEI 7278 WATEI P.O. BI	MENT DIVISION RLOO ROAD OX 275	AGENCY RECORDS INVENTORY PAGE 21 OF 24	
	JESSUP, MARYLAND 20794			
EFARTMENT/AGENCY	2. DIVISION		3. UNIT	
St. Mary's County	Finance		Data Services	
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECORD CE AS BELL AS RET	DE NORMALLY FILED Ention and dispos	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Payroll Interface/Journal			5. EARLIEST YEAR/LATEST YEAR July 1989 - TO	
Record of the interfacing of Payroll records into Finance records run after each payroll is issued. Payroll uses a different software program requiring an interface with the Finance system. Prior to July 1989 this report was known as Labor Distribution.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
LETTER SIZE D MICROFILM	D ALPHABETICAL		Exfile DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		D MICROFILM REEL(S) -25 D COMPUTER TAPE(S)	
BOUND BOOK D FLOPPY DISK	XX CHRONOLOG! CAL,		NUMBER OTHER (SPECIFY)	
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHI	CAL		
XXOTHER(SPECIFY)	OTHER(SPE	CIFY)	10. ANNUAL ACCUMULATION EXFILE DRAWER(S)	
printout in binder			25 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY)	
11. FILE IS USED		12. FILE BECOME	ES INACTIVE AFTER	
DAILY WEEKLY	YOX MONTHLY	2 D 1	MONTH(S) ØXYEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	·	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Governmental Center - Data Se	rvices Office	□ YES XX NO		
15. ACCESS RESTRICTIONS TYPES TO YES TO YES TO YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS O NONE O STATE O FEDERAL WXINDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) C YES EX NO		18. RECOMMENDED RETENTION Retain 2 years or until all audits completed, whichever is later, thereafter destroy.		
NAME AND TITLE OF PREPARER	20. TELEPHONE I	NUMBE R	21. DATE	
			6/22/90	
J. Blodgett/County Archivist (301) 475-7844			0/22/30	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE			PAGE 22 OF 24
(DGS 550-1)	JESSUP, MAR	YLAND 20794	PAGE AT OF ST
EPARTMENT/AGENCY	2. DIVISION		3. UNIT
St. Mary's County	Finance		Data Services
DEFINITION-RECORD SERIES.A GROUP	OF RELATED RECORD	DS NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE			B. EARLIEST YEAR/LATEST YEAR
Manual Checks			July <u>1989 - ro</u>
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES;
Printout of entries for manu- Used to verify data entry and to system.			
	·		
			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	s sequence	9. VOLUME
D LETTER SIZE D MICROFILM	□ ALPHABETIC	CAL	XX FILE DRAWER(S)
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL CCC CHRONOLOGICAL GEOGRAPHICAL		.25 COMPUTER TAPE(S)
BOUND BOOK D FLOPPY DISK			NUMBER OTHER(SPECIFY)
AUDIO TAPE UVIDEO TAPE			
XX OTHER (SPECIFY)	OTHER(SPEC	CIFY)	10. ANNUAL ACCUMULATION XX FILE DRAWER(S)
printout in binder			25 MICROFILM REEL(S)
11	l	12	OTHER(SPECIFY)
DAILY WEEKLY	W MONTH II		S INACTIVE AFTER MONTH(S)
C DAILY C WEEKLY	XX MONTHLY	NUMBER	MATIN(S) AN TEAR(S)
Governmental Center - Data Se	·	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES GINO	
15. ACCESS RESTRICTIONS TYES YOUNG (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS County NONE STATE FEDERAL EXINDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION	
D YES TO NO			or until audits completed, ater, thereafter destroy.
NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE

(301) 475-7844

6/22/90

J. Blodgett/County Archivist

INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY PAGE 23 OF 24		
EFARTMENT/AGENCY	2. DIVISION		3. UNIT		
St. Mary's County	Finance		Data Services		
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE	·		5. EARLIEST YEAR/LATEST YEAR July 1989 - TO		
Bank Reconcilation					
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Reconciled check register and outstanding check lists printed on a monthly					
basis and used to compare and reconcile with bank statements. Notes on changes to be made included on printout.					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME		
LETTER SIZE MICROFILM	D ALPHABETICAL		A FILE DRAWER(S)		
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL		□ MICROFILM REEL(S) □ COMPUTER TAPE(S)		
BOUND BOOK D FLOPPY DISK			NUMBER D OTHER (SPECIFY)		
AUDIO TAPE VIDEO TAPE	□ GEOGRAPHICAL		10. ANNUAL ACCUMULATION		
忠 OTHER(SPECIFY)	OTHER(SPECIFY)		Xx File Drawer(S)		
printout in binder			.25 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)		
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER		
D DAILY D WEEKLY	XDX MONTHLY	2 DMONTH(S) XXD YEAR(S)			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OF OFFICE)			
Governmental Center - Data Services Office		D YES EXNO			
15. ACCESS RESTRICTIONS TYPES YOU NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS County NONE - STATE - FEDERAL - SX INDEPENDENT			
				17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)	
D YES 10X NO		Retain 2 years or until audits completed, whichever is later, thereafter destroy.			
NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE		
J. Blodgett/County Archivist (301) 475-7844			6/22/90		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY PAGE 14 OF 24		
EFARTMENT/AGENCY	2. DIVISION		3. UNIT		
St. Mary's County	Finance		Data Services		
DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE			B. EARLIEST YEAR/LATEST YEAR		
Cash Receipts & Journal Entri	es		1987 – то		
Report forms used by each department to record deposits of cash receipts. Data entry is made from these forms.					
	·				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME		
AR LETTER SIZE D MICROFILM	- ALPHABETICAL		XX FILE DRAWER(S)		
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL		3 COMPUTER TAPE(S)		
BOUND BOOK D FLOPPY DISK	# CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		NUMBER D OTHER (SPECIFY)		
AUDIO TAPE UVIDEO TAPE			10. ANNUAL ACCUMULATION		
OTHER(SPECIFY)			**FILE DRAWER(S) 1 MICROFILM REEL(S) RUMBER COMPUTER TAPE(S)		
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER		
DAILY DWEEKLY	XDX MONTHLY		MONTH(S) TEXT YEAR(S)		
Governmental Center - Data Services Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) 1 YES XX NO			
15 ACCESS RESTRICTIONS DYES XX NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS County NONE STATE FEDERAL EXINDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN		2 1371+1.			
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		Retain 2 years or until audits completed; whichever is later, thereafter destroy.			
					<u> </u>
J. Blodgett/County Archivist	20. TELEPHONE NUMBER (301) 475-7844		6/22/90		
DGS 550-4 (REVISED 2/87)					
